



County of Fairfax, Virginia

ADDENDUM

DATE: July 16, 2015

ADDENDUM NO. 1

TO: ALL PROSPECTIVE BIDDERS
REFERENCE: IFB2000001621
FOR: Office Furniture and Related Products (Freestanding)
DUE DATE/TIME: July 27, 2015 @ 2:00 p.m. (**Revised**)

The referenced Invitation for Bid is amended as follows:

1. The due date is changed to July 27, 2015 @ 2:00 p.m.
2. Refer to Attachment 1 for answers to questions received via email and from the pre-bid conference held on July 7, 2015.
3. Refer to Attachment 2 for additional manufacturers added to the Pricing Schedule.

All other terms and conditions remain unchanged.

Viola Laird, CPPB
Contract Specialist I

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT INVITATION FOR BID:

Name of Firm

(Signature)

(Date)

A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED IN THE BID PACKAGE OR RETURNED PRIOR TO DATE/TIME OF OPENING.

NOTE: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL BID DOCUMENT.

Department of Purchasing & Supply Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013

Website: www.fairfaxcounty.gov/dpsm

Phone 703-324-3201, **TTY:** 1-800-828-1140, **Fax:** 703-324-3228

QUESTIONS

Q1. In regards to Special Provision, para. 1.3.A, what kind of evidence does the County expect to see in order to prove physical location in Virginia, Maryland or Washington DC areas?

A1. Any relevant documents which verifies the location.

Q2. Can manufacturers hold this contract directly?

A2. Yes.

Q3. Section 1.3.B. - Bidders must show evidence as an authorized dealer for each manufacturer. Examples?

A3. A letter from the manufacturer indicating your firm is an authorized dealer.

Q4. Special Provisions, paragraph 13. talks about Insurance Provisions. Does the County require an actual Insurance Certificate? Is it to be submitted with the rest of bid documents or after the award?

A4. Yes, a copy of the insurance certificate is required and is to be submitted after award.

Q5. As an out of state manufacturer, does the completion of forms on pages 30 and 31 trigger the assignment of SCC and BPOL identification numbers to the Contractor?

A5. No. A Business, Professional and Occupational License is required for firms located or operating in Fairfax County. **Reference Special Provisions, paragraph 30.** The State Cooperation Commission Identification Number authorizes firms to transact business in the Commonwealth of Virginia. **Reference Special Provisions, paragraph 25.**

Q6. What kind of management fee does the County charge the contractor?

A6. There are no management fees.

Q7. If a manufacturer holds this contract, why would Fairfax need a list of participating dealers? The order would be made out to the manufacturer, c/o any dealer that worked on it and is installing it. So a list of dealers would not be necessary. Please advise.

A7. A list of dealers is required to make sure dealers are local. If the contract is awarded to a manufacturer, the purchase order will be made out to the manufacturer only and not c/o dealer.

Q8. Do you require approval for any dealer changes, and if so, what are the time frames in which we can submit?

A8. No approval is required for any dealer changes.

Q9. RE: Paragraph 1.3A, most manufacturers do not have local warehouses or distribution centers per se. They use their local dealers to provide that service. Isn't that sufficient?

A9. Yes, list them on Appendix B.

Q10. What information would I list for the Subcontractor section on page 35 if we are a manufacturer and we work through Dealers? Would we put the Dealer information again or would we list any subcontractor's that my Dealers would use?

A10. In this case, dealers would not be considered subcontractors. Only use this form, if applicable. List dealer information in Appendix B, page 29.

Q11. In regards to Appendix B. Page 29, I understand this is where a contractor should list dealers participating on the contract. Is there a limit as to how many dealers can be specified? How does a manufacturer add/remove dealers?

A11. There are no limits to how many dealers you list. The county will not maintain a list of local dealers. Once the contract is awarded, a PO will be issued to your firm on an as needed basis. In turn, as the owner of the contract, it is your responsibility to provide goods and services; therefore, you will determine the dealer who will be handling the order.

QUESTIONS

Q12. Our manufacturing facility is in Massachusetts. We do, however, have local representatives in the noted territory. We also work closely with various dealers. Will this suffice?

A12. Yes.

Q13. Can items not on contract (i.e., open market items) be ordered with items that are on contract from an awarded manufacturer's product line?

A13. Yes. Items not on contract will require separate quotes and as long as the total cost of the non contract items is under \$5,000.00.

Q14. Does Fairfax County require manufacturers to submit new products offered under the contract for approval? If so, what are the time frames?

A14. No.

Q15. What is the estimated annual purchase on this current contract?

A15. Since the contract is utilized by various Fairfax County facilities, including libraries, schools, courts/judicial centers, recreation centers, etc., it is not possible to determine amounts purchased.

Q16. After award can a manufacturer add additional dealers to the list?

A16. All additions shall be determined on an as needed basis.

Q17. Is volume discounting encouraged? If yes, where do we indicate that?

A17. Yes, tiered discounts are acceptable. These can be indicated on a separate sheet attached to Appendix "B".

Q18. If we would like to offer our full product line, and also to provide discounts based upon product types and volume discounts, can we submit a separate pricing matrix to reflect the varying discounts by product category?

This matrix will reflect both discount installed and discount door delivery pricing.

If so, do we simply state 'see attached discount' matrix in the Model/Series Offered, %Discount Installed, and %Discount Door Delivery columns?

A18. Yes, if a larger spreadsheet is needed.

Q19. In order to meet the unique needs of an end user, we have the ability to customize many of our products. These customized products are referred to as 'specials'. These specials are defined as modifications to existing products that will still maintain the primary product function and warranty. For example, if an end user requires a bookcase that needs five shelves instead of four. Specials are uniquely priced based upon the requested modification; as such, the list prices and model numbers of the specials are not published in our catalog or our list price. Please clarify if we can offer this 'specials' program upon contract award.

A19. Yes, specials can be included. The contractor must submit a list price along with shop drawings, finish samples, etc. that are necessary to design and quote the product.

Q20. Like the existing contract, will tiered pricing be accepted?

A20. Yes.

Q21. Bid evaluation/contract award on page 4: "Award for each manufacturer will be made to the bidder with the highest discount." Is this based on final pricing in the end or literally whomever has the highest discount?

A21. It's based solely on the highest discount offered.

QUESTIONS

- Q22. **Page 2, Section 4– Please clarify if manufacturers can submit price increases after award, and if so, how frequently? Are there any limitations?**
A22. Contracts will be awarded on the basis of a discount from Manufacturer's Retail List Price. It is the contractor's responsibility to provide Fairfax County with an up-to-date price list for the duration of this contract.
- Q23. **What happens if the manufacturer is FOB Factory, not FOB Destination?**
A23. All prices/discounts shall be F.O.B. Destination and shall include all charges that may be imposed in fulfilling the terms of this contract. No exceptions.
- Q24. **Appendix B, Pricing Schedule, Page 28, # 97 (Restocking Fee) – It appears Fairfax County is requesting a fixed dollar amount for the restocking fee, please confirm that is acceptable to state the restocking fee as a percent of the net purchase price of the product, plus freight.**
A24. Percentage of the net purchase price of the product is acceptable without freight.
- Q25. **Special Provisions, para. 5.2- Delivery/Time of Performance. If agreed upon time and place of delivery of items is not met by the County (space is not ready due to construction delays or room is not clear and ready for new/replacement furniture) and results in additional services/storage fees how are those charges/fees to be compensated to vendor?**
A25. Vendor must state the number of days of storage included. After stated days are exceeded the storage rate applies.
- Q26. **Appendix B, Pricing Schedule, Page 28, # 98 (Installation – Regular Hours) - Fairfax county is requesting delivered/installed discounting, please clarify what the county is requesting with regards to Line # 98. For example, is this for situations in which there are extenuating site conditions such as: stair carry, removal of existing furniture, etc.**
A26. Yes.
- Q27. **Special Provision, paragraph 4.4.B., Door Delivery – for clarity this does NOT include unboxing, assembly or set up of any kind, nor does it include trash removal. To what door? Loading dock door or Suite Door or end user door? Please confirm/clarify.**
A27. Delivery to loading dock only, no unpacking.
- Q28. **On the sample listing of local bodies, is there a more complete list?**
A28. The sample list provided are jurisdictions who participate in the Council of Government. However, it does not limit or restrict who you choose to extend our contract pricing to. Reference Special Provisions, paragraph 25.
- Q29. **For the drop and install on the pricing schedule, how do you handle getting items to another jurisdiction for example over 300 miles away that may ride FFX County Contract?**
A29. Fairfax County has no authority over other jurisdictions and does not oversee their contracts. It is up to your company to determine the best business decision for extending the Fairfax County contract to other jurisdictions.
- Q30. **There are Manufacturers on the current contract that we have used in other jurisdictions as well as Fairfax County. They are not on your current list. Is there a provision to get them added back on?**
A31. See attachment 2 for manufacturers that are added. No other manufacturers will be added.
- Q32. **If a locality other than Fairfax wants to use this contract in their local procurement, would they be limited to dealers named by the manufacturer?**
A32. It would depend on where the public body is located.

QUESTIONS

Q33. Do you have a list of other manufacturer you buy off of? Can you provide the other piggyback contracts you use?

A34. A list of manufacturers awarded on current contracts can be found on our website at www.fairfaxcounty.gov/register. Enter Office Furniture in the description field and submit. In addition, Fairfax County utilizes National Joint Power Alliance Contract (NJPA) to purchase Steelecase furniture and the U. S. Communities contract to purchase Herman Miller, Knoll and Haworth products.

Q35. What about manufacturers listed that are not in business anymore?

A35. Those manufacturers can be crossed off on appendix B with a note "no longer in business".

Q36. I was wondering if you would entertain manufacturers that are not on your current contract?

A36. The County will only consider the manufacturers listed in appendix "B" and this addendum.

Q37. I represent the following manufacturers: Krug, Nevins, Egan, Source, ERG and DeskMakers. Will they all be allowed to participate? If not, why not?

A37. Krug, Egan, Source and ERG are listed on appendix "B" and therefore can submit a bid. Each Fairfax County department has other procurement options if they wish to purchase the other manufacturers.

Q38. If our manufacturer is responding to the bid with several local dealers as our sub-contractors, Does this fulfill the #1.3 local warehouse requirement?

A38. Yes.

Q39. In the pre-bid meeting, you mentioned if the county has done at least \$100,000 of business from the county in the past, they are worth being on the contract. We previously had HLF Furniture on the contract; however, they aren't listed on the current bid and the bid documents state that no manufacturers can be added?

A39. HLF is added to pricing schedule per attachment 2 of Addendum 1.

Q40. Will manufacturers that are currently on the Fairfax County contract and which are in good standing be allowed to submit a bid for this contract even if they are not listed? We are specifically requesting this in regards to Brodart Contract Library Furniture and Estey Steel Shelving which have both been on contract and have been utilized extensively.

A41. Brodart and Estey Steel are added to the list of manufacturers via attachment 2 of Addendum 1.

Q42. Barn Door, which has been absorbed under Furniture Concepts Inc, was not listed. Would this line of furniture still be considered? Fairfax County has purchased approximately \$250,000.00 since December 2013 to date. Douron has sold quite a bit of Barn Door product to Fairfax County mostly in probation and residential facilities. Can the manufacturer be added to this solicitation?

A42. Barn door is added to the list of manufacturers via attachment 2 of Addendum 1.

Q43. Is this IFB to replace the current contract we are on or is there another IFB I should be watching for? If so, Saunders has had over \$712,000 worth of sales during the term of the current contract, would you consider adding our manufacturer to the list?

A43. Sauder or Saunders is added to the list of manufacturers via attachment 2 of Addendum 1.

Q44. Can you please tell me if this was an over site and will be included in an addendum? Also, one of the manufacturers that we participate in, Artcobell, is also not listed.

A44. Artcobell is added to the list of manufacturers via attachment 2 of Addendum 1.

QUESTIONS

Q45. I am an independent manufacturer's representative and have previously bid my product lines Lacasse and Magnuson through American Office. As my factories are not listed on the RFQ you published on June 25, will we still be able to respond through American Office?

A45. Lacasse and Magnuson are added to the list of manufacturers via attachment 2 of Addendum 1.

Q46. Under "Model/Series Offered" on page 28. What do we put in there? Example: Entire Catalog or All?

A46. If it is the entire line please indicate "entire line". If groups are being offered at different discounts, a larger spreadsheet can be attached.

Pricing Schedule/ Additional

Enter the percentage discount off Manufacturer's Retail List Price (MSRP).					
All items listed in this solicitation will be awarded on the basis of a discount from Manufacturer's Retail Price List.					
Discounts from the manufacturer's current price list will be quoted on the basis of:					
A. <u>INSTALLED</u> : All deliveries shall be inside to include uncrating, assembly, installation (if required) and removal of all debris from the premises.					
B. <u>DOOR DELIVERY</u> : All deliveries shall be inside door delivery only. The County expects this to include inside-the-door delivery to office buildings and warehouse loading docks.					
	Manufacturer/Item	Model/Series Offered	%Discount Installed	%Discount Door Delivery	Delivery ARO
	Artcobell				
	Barn Door				
	HLF				
	Brodart				
	LaCasse				
	Magnussen				
	Sauder				